



2110 Washington Blvd. Syphax Bldg.
 3rd Floor Arlington, VA 22204
 6540 Franconia Road, Springfield, VA 22150
 Phone: 703-228-2560 | Fax: 703-228-2562
 E-mail: info@edu-futuro.org
 www.Edu-Futuro.org

Position Description

Job title: Director of Programs		
Reports to: Executive Director	FLSA status: Exempt	Full or part time: Full time
<p>Summary:</p> <p>The mission of Edu-Futuro (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development and parent engagement. Established in 1998, Edu-Futuro reaches 3,200 children, youth, and adults annually.</p> <p>The Director of Programs (DoP) is responsible for the operation of all of the organization’s programs and activities - Emerging Leaders Program (ELP), Parent Empowerment Services (PES), Case Management Services (CMS), Workforce Development Services (WDS), and the Summer Spanish Academy (Camp). The Director of Programs leads and tracks program activities as described in the Edu-Futuro Strategic Plan and Annual Implementation Plans and approved grants and contracts. The Director of Programs represents Edu-Futuro in the absence of the Executive Director or as the Executive Director’s representative when called on to do so.</p> <p>Edu-Futuro’s Director of Programs is a natural leader who is reliable, responsible, and open and flexible to change. Furthermore, the DoP practices emotional intelligence to appropriately support the Edu-Futuro team, including parents of school-aged children, immigrant families with different challenges and backgrounds, school personnel, government officials, and experienced executives. This is an overall position description; the position functions listed below are not all-inclusive.</p>		
<p>Primary duties:</p> <p>Program Oversight and Management</p> <ul style="list-style-type: none"> • Supervises all programs and staff members, including the Youth Program Coordinator, Adult Programs Coordinator, the AmeriCorps members, and the Academic Coordinator to provide feedback and resolve complex problems. • Supports the Executive Director in: developing job descriptions; recruiting and selecting candidates to fill vacant positions; and preparing performance plans and conducting regular evaluations for staff members whom they supervise. • Collects and compiles, with the help of program staff, data to document program performance and creates reports on a monthly basis or quarterly basis or as required by the Board of Directors and grant funders. • Utilizes tracking software to maintain records of youth and adult participants’ demographics, performance, and evaluations of Edu-Futuro programs. • Devise evaluation strategies to monitor performance and determine the need for improvements. • Discover ways to enhance efficiency and productivity of procedures and people. • Ensure program operations and activities adhere to legal guidelines and internal policies. • Advises, informs and coordinates with the Executive Director on all programmatic activities. 		

- Collects and submits all regular staff time sheets to ensure timely monthly processing of payroll for the organization's staff.
- Maintains relevant program records up-to-date.

Outreach and Resource Development

- Oversees and conducts advertising and outreach activities to attract new and repeat youth and parent 'clients' to accomplish Edu-Futuro's program enrollment goals.
- Recruits qualified AmeriCorps, program staff and volunteers.
- Promotes the expansion of Edu-Futuro programs throughout Arlington, City of Alexandria, Fairfax, and Roanoke counties.
- Represents the organization at external meetings related to program activities on an as-needed basis, in consultation with the Executive Director.
- Supports the Executive Director and Board Fundraising Team in grant application activities.
- Supports the Executive Director and Board in fundraising events and activities.

Office Administration (When the Office Administrator position is vacant these duties are shared with the Executive Director, other staff and BOD members as agreed.)

- Collects and submits invoices to the Executive Director for approval, and processes approved payments.
- Collects and submits expenditure receipts to the Board Treasurer for accounting and bookkeeping.
- Maintains and updates Edu-Futuro's website and social media outlets drawing on volunteers and other staff resources with skills in these areas.

Additional duties:

- Other duties as assigned.

Competencies needed:

Integrity

- Accurate and transparent in communication
- Share critical information accurately, openly, and voluntarily
- Focus relentlessly on continuous improvement
- Persevere through problems and difficulties to do the right thing
- Communicate pride and ownership of work
- Own both successes and mistakes

Initiative

- Take action that benefits the organization, staff, and beneficiaries, without waiting to be prompted
- Volunteer readily and seeks increased responsibilities
- Generate suggestions and innovative ideas
- Look for and takes advantage of opportunities

Versatility

- Manage conflicting demands and priorities smoothly
- Adjust readily to changing priorities and conditions
- Move from decisions to action and results quickly and effectively
- Acquire and apply new ideas with ease and confidence

Teamwork

- Establish and maintains effective relations with staff, volunteers, beneficiaries, and stakeholders

- Work actively to resolve conflicts
- Respond appropriately to employee and/or co-worker concerns
- Leverage every opportunity to teach and learn

Results-oriented

- Understand and is sensitive to beneficiaries' challenges, needs, and strengths, and positively impacts their lives towards self-sufficiency and prosperity
- Work with a sense of urgency, determination and purpose
- Make and keep clear agreements
- Exhibit ability to learn and apply new skills
- Accountable for meeting and exceeding expectations
- Act in alignment with the organization's priorities

Leadership

- Actively acknowledge performance, that meets expectations, requires improvement, or exceeds expectations
- Delegate work appropriately
- Ensure that the team understands and is sensitive to beneficiaries' challenges, needs, and strengths
- Support team members while holding them accountable for positively impacting their lives towards self-sufficiency and prosperity, while accomplishing goals and outcomes established in agreement with funders
- Provide appropriate and consistent feedback and follow-up
- Assist staff in meeting their professional development goals
- Stay within allotted budget
- Participate in long-range plan development.

Qualifications required:

- Bachelor's degree;
- Superior written and verbal communication skills in English and Spanish;
- At least 6 to 8 years of experience working for nonprofit organizations;
- Demonstrated commitment and passion for the organization's mission and work.
- Knowledge of, and sensitivity towards, the challenges and opportunities that immigrants commonly face;
- Demonstrated ability to proactively organize, prioritize, manage time, problem-solve, and handle multiple tasks to meet competing deadlines; and
- Proficient working knowledge of Microsoft Office™ Suite and social media outlets.

Preferred Qualifications:

- Master's degree;
- Small business or small organization managerial experience;
- Experience providing direct social or educational services to youth and families;
- Experience with the Apricot data base a plus; and
- Familiarity with the Northern Virginia region, particularly Arlington and Fairfax counties.

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings.

Equal Employment Opportunity

Edu-Futuro does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

How to Apply:

Send a cover letter and resume to Jorge E. Figueredo, Executive Director, at executivedirector@edu-futuro.org with copy to careers@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until position is filled. Due to the high demand of applications, feedback regarding the application and interview process will not be provided to candidates who are *not* selected.

Revised: 9/20/2021